



TRIN

TIL, HVORDAN DU GIVER
ADGANG TIL META



Velkommen til JES Media

Vi glæder os til at komme i gang med at markedsføre dig.

For at kunne gøre dette på **META** (Facebook og Instagram), skal vi have adgang til jeres META Business Manager.

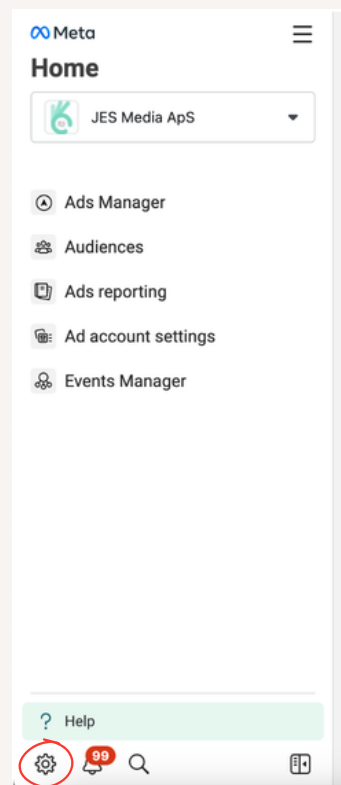
Den adgang giver du os på følgende måde:

1

Gå til:

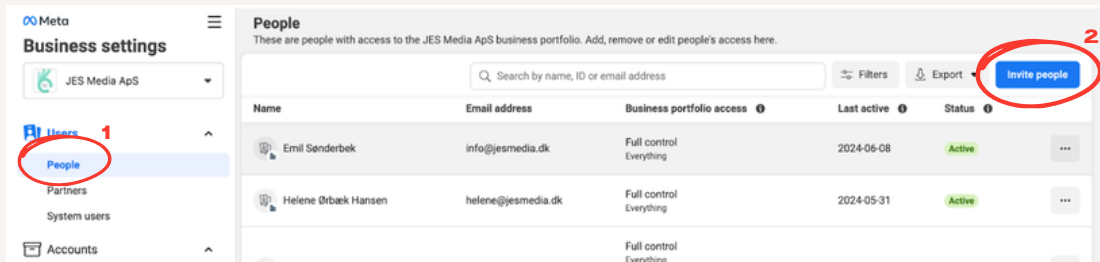
<https://business.facebook.com/>

Her trykker du på **tandhjulet** nederst i venstre hjørne



2

Her går du til **personer** og vælger "inviter person"



3

Skriv mailen på din JES Media **kontaktperson** her.

Invite people

Ask people to join your business by entering their email address. Then assign their access and which accounts and tools they can use.

Enter email addresses

Your business name, business portfolio creation date, business verification status, business legal name, business country, business website, primary Page information and top Page follower count will be disclosed to the invited user(s).

[Hide advanced options](#)


Meta Spark access only
Allow this person to access AR effects in Meta Spark on behalf of this business portfolio. They won't have access to other business tools. [Learn more](#)

Step 1 of 3

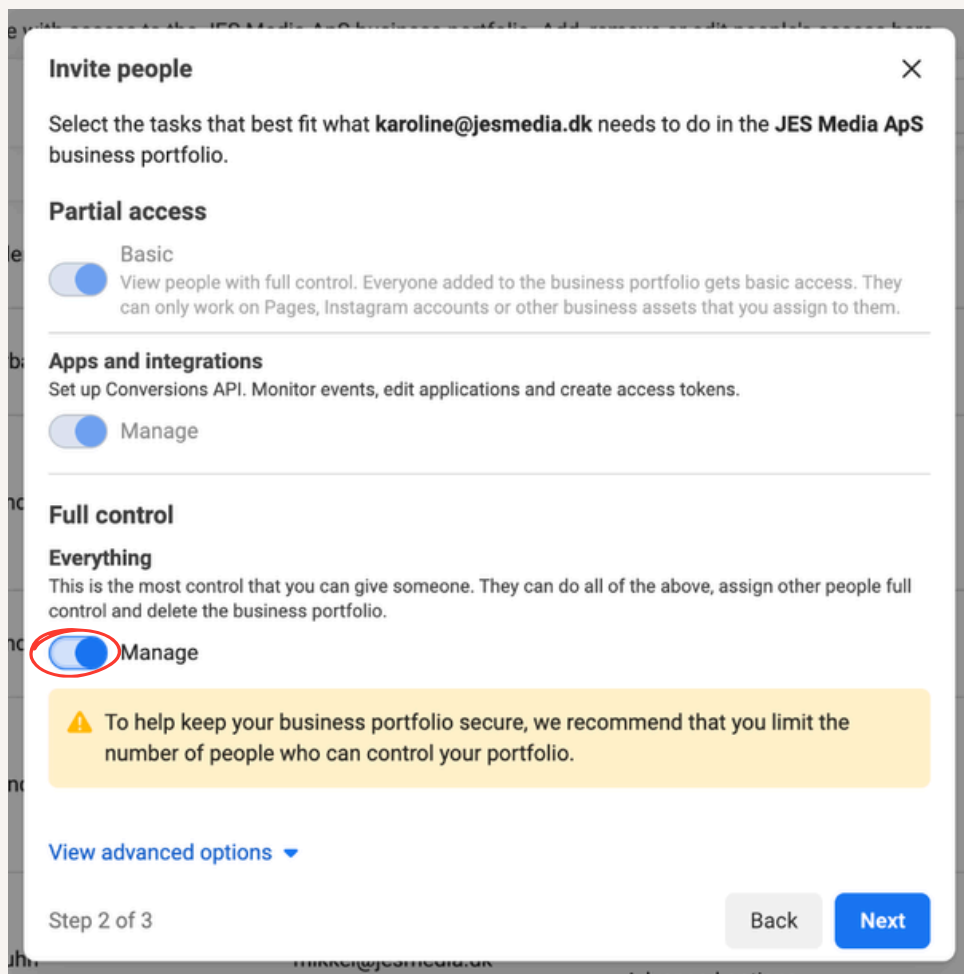
Cancel **Next**

4

Herefter vælger du alle forskellige **undersider**, **ad account**, **Instagram account** og **dataset**, som det vises nedenfor.

Husk at hakke alle tilladelser af, som kan ses på højre side i billeder ()

Til sidst trykker du inviter.



Invite people ×

Select the tasks that best fit what **karoline@jesmedia.dk** needs to do in the **JES Media ApS** business portfolio.

Partial access

Basic
View people with full control. Everyone added to the business portfolio gets basic access. They can only work on Pages, Instagram accounts or other business assets that you assign to them.


Apps and integrations
Set up Conversions API. Monitor events, edit applications and create access tokens.

Manage

Full control

Everything
This is the most control that you can give someone. They can do all of the above, assign other people full control and delete the business portfolio.

Manage

 To help keep your business portfolio secure, we recommend that you limit the number of people who can control your portfolio.

[View advanced options](#) ▾

Step 2 of 3 Back Next

4

Pages

Assign access

Select asset type 1

Pages

New Pages experience

Classic Pages

Ad accounts

Catalogues

Apps

Pixels

Instagram accounts

Datasets

Assign to karoline@jesmedia.dk
Full control: Everything

Step 3 of 3

Select assets

jes

Select all

JES Media ApS

Her vælges dit eget firma, JES Media er blot et eksempel

Assign permissions

Creator Studio only

Leads

Access and manage leads, including downloading leads, creating lead ads and more.

Partial access (business tools and Facebook)

Content, messages, community activity, ads, insights

Switch into the Page to manage things directly on Facebook, and by using tools such as Meta Business Suite. System users can't switch into the Page or do some sensitive tasks.

Full control (business tools and Facebook)

Everything

Switch into the Page to manage everything directly on Facebook, and by using tools such as Meta Business Suite. Give access to others, remove anyone from the Page (including you) and delete the Page from Facebook. System users can't switch into the Page or do some sensitive tasks.

Back Invite

Full control

Ad account

Assign access

Select asset type 1

Pages

Ad accounts

Catalogues

Apps

Pixels

Instagram accounts

Datasets

Assign to karoline@jesmedia.dk
Full control: Everything

Step 3 of 3

Select assets

jes

Select all

JES Media

JES Media ads (Active)

Her vælges dit eget firma, JES Media er blot et eksempel

Assign permissions

Partial access

Manage campaigns

Create and edit ads, access reports and view ads

View performance

Access reports and view ads

Manage Creative Hub mockups

View, create and edit mockups in Creative Hub

Full control

Manage ad accounts

Control ad account settings, finances and permissions. Create and edit ads, access reports and view ads.

Back Invite

Full control

4

Instagram account

Assign access

Select asset type

- Pages
- Ad accounts
- Catalogues
- Apps
- Pixels
- Instagram accounts**
- Datasets

Select assets

jes

Select all

@jesmedia.dk

Assign permissions

- Content**
Create, manage or delete posts, stories and more as the Instagram account. View posts from other Instagram accounts that this account follows.
- Messages**
Send and respond to direct messages as the Instagram account.
- Community activity**
Review and respond to comments, remove unwanted content and report activity.
- Ads**
Create, manage and delete ads for the Instagram account.
- Insights**
See how the Instagram account, content and ads perform.

Assign to karoline@jesmedia.dk
Full control: Everything

Step 3 of 3

Back Invite

Dataset

Assign access

Select asset type

- Pages
- Ad accounts
- Catalogues
- Apps
- Pixels
- Instagram accounts
- Datasets**

Select assets

jes

Select all

JESmedia.dks pixel

Assign permissions

Partial access

- Use event dataset
View data, view analytics and create conversion ads with this dataset.

Full control

- Manage events dataset**
Control all settings, add or remove events, edit user access and create audiences or conversion ads with this dataset.

Assign to karoline@jesmedia.dk
Full control: Everything

Step 3 of 3

Back Invite



TAK

DU HAR NU GIVET OS ADGANG, OG VI
KAN KOMME I GANG MED ARBEJDET.



Informér gerne din kontaktperson om, at det er
udført, så tjekker vi efter, at alt er gjort, som det skal.

WWW.JESMEDIA.DK